



TOWN OF BROOKFIELD
100 Pocono Road
Brookfield, CT 06804

JOB OPPORTUNITY

Recruiter/Contact:	Catherine Greenwood, Director of Human Resources P.O. Box 5106, 100 Pocono Rd. email: cgreenwood@brookfieldct.gov Brookfield, CT 06804 Fax: 203-775-4068
Posting Date:	August 8, 2012
Job Title:	Tax Collector
Department:	Tax Collector
Job Description:	<p>The Tax Collector will be responsible for the accounting of all revenue collected. Planning, directing and supervising the collection of current and delinquent property taxes, waterline assessments, real estate, personal property, and motor vehicle taxes. Prepare reports on taxes assessments collected and uncollected as required by the Town, State Tax Department and State Motor Vehicle Department. Balance cash drawers and records kept by the Tax Office. Research and evaluate proper methods and initiates legal action for the collection of delinquent taxes as provided by State Statutes. Plan and conduct Tax Collector's sale of land in accordance with State Statutes. Prepare and file tax liens. Maintain a thorough knowledge of all current State Statutes pertaining to the collection of local property taxes and related subjects. Prepare information and public announcements for Town officials, attorneys, and the general public. Maintain operational budget for the department. Research and sign off for State Lottery permits, Town Building and Health Permits. Respond to FOI requests.</p> <p>Submit resume/and or application to the above listed office. <u>Applications/Resumes must be received by 08/17/12. Equal Opportunity Employer.</u></p>
Work Week:	Monday – Friday
Skills Required:	Excellent organizational skills. Ability to multitask and complete multiple projects on-time and within budget. Proficiency with MS Office Suite, including database management. Strong working knowledge and ability to read and interpret State Statutes. Ability to research and implement automated processes. Ability to trouble shoot software issues and work with vendors to resolve issues. Ability to interact professionally with multiple levels of the general public, Town Officials and Town Employees.
Education Required:	<p>Bachelor's degree in a business or financial field required. Must have at least five (5) years' experience directly related to the field of tax collections. Demonstrated knowledge within the field of tax collection. Municipal experience desired.</p> <p>Demonstrated strong supervisory skills. Excellent customer service experience and the ability to communicate effectively with the general public. Excellent organizational and analytical skills. Most possess a valid motor vehicle license.</p>
Licensure Requirement(s):	CCMC Certified



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Union or non-union
position:

Salary, Non-Union

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time to view & operate computer equipment, and to stand for extended periods of time. The employee frequently is required to stand, walk, sit, bend, stoop and kneel. The employee is frequently required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include vision, distance vision, and the ability to adjust focus.